

UNLIMITED...

Job Pack: Communications Manager (Freelance)

Welcome

Hello, and thank you for your interest in joining [Unlimited!](#)

Unlimited is currently an arts commissioning programme that aims to embed work by disabled artists within the UK and international cultural sectors, reach new audiences and shift perceptions of disabled people. Unlimited has been delivered by the disability-led arts organisation Shape Arts and arts-producing organisation Artsadmin since 2013, and is currently funded by Arts Council England, Arts Council of Wales, Creative Scotland and the British Council.

Since 2013, Unlimited has awarded more than £4.7 million to over 400 ambitious disabled artists and companies, through commissions, awards and support, which have been seen by or engaged with more than 4 million people globally and online, making it the largest supporter of disabled artists worldwide.

www.weareunlimited.org.uk

We're unique. We work across the whole of the UK and across all disciplines, proving that disabled artists are, indeed, unlimited.

Changes ahead

Unlimited is transitioning into being an independent organisation from 2022, with a new mission and new values – and a new way of working.

Unlimited will have a hub in Wakefield, West Yorkshire, although most of the team will be geographically dispersed. This means a team member could be based anywhere within the UK, and work either from home, from a local arts venue or from a mixture of the two – whatever suits that team member best (and dependent on which local arts organization we can persuade!).

It's a strange time to be transitioning into independence as, like all arts and cultural organisations, we face unprecedented challenges – and perhaps opportunities – as we emerge from the COVID-19 pandemic.

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One thing is certain: the work of disabled artists is **more vital than ever**, and by pursuing our vision and practising our values, we'll play our part in the cultural, social and economic recovery and future of the arts sector not just in the UK, but internationally. With an intersectional disabled-led team and board, we are passionate about not just talking about equality and diversity but actually putting it into action.

We're thrilled to be recruiting for this role to join our team at Unlimited as a Communications Manager (Freelance).

We look forward to receiving your application, which we're asking you to submit by **12 noon on Monday November 1st**.

Best wishes,

Jo Verrent
Senior Producer
(she/her)



Before you start...

We hope this pack gives you all the information you need.

There's a lot of information we want to share with you, so we've split this document into the following sections:

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If you have any questions, please email Jo Verrent
(joverrent@weareunlimited.org.uk)

Unlimited

Unlimited has been a programme since 2013, and became a Charitable Incorporated Organisation in 2021. Our new mission is:

Unlimited shall commission extraordinary work from disabled artists until the whole of the cultural sector does. This work will change and challenge the world.

We have four Values:

- We are Unlimited
- We value Equity
- We value Artists
- We are Radical

Our mission and values are for the board, staff, freelancers, artists, allies and others with whom we connect. We will ensure they are at the heart of what we do and how we do it.

You can read more about the mission and values [here](#):

From January 2022, we will:

- **Commission** 10 -17 disabled artists/companies through an open application process for Partner Awards (co-commissions with organisations throughout the arts sector) plus undertake some strategic commissioning.
- **Develop** the skills of our current disabled artists, our alumni (those we have shortlisted or funded before) and others, plus the organisations we are working with on commissions, our allies (organisations who share the same goals as us).
- **Connect** up disabled artists and organisations throughout the sector, across the UK and internationally.
- **Change** the sector for the better through resources, campaigns and advocacy.

Unlimited expects to have funds until March 2023 , so this role is offered on a fixed term 15-month freelance contract, however Unlimited will be applying to become an

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[Arts Council England National Portfolio Organisation](#) (decision due September 2022) and the aim is to extend this role.

We have a new hub base in Wakefield, and are looking for a team that is geographically dispersed across the UK.

You can read about our history [here](#).

What we do

Unlimited commissions disabled artists and companies – across all artforms, all at sizes and scales, for indoor and outdoor events, for many different audiences. Here are just a few examples of the work we have commissioned.



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Top: Unlimited House of Krip – the first disabled Vogue House in the UK. Photo Photo:Fotocad.

Bottom left: Cherophobia by Noemi Lakmaier – a durational installation where the artist was suspended by party balloons until they floated, pictured here at Sydney Opera House, Australia. Photo: Don Arnold/WireImage.

Bottom right: John Kelly, musician – supported to research and develop the potential of his music on online. Photo Emile Holba.

We run events and development activities, such as our regional Connects events, or our showcasing events where we highlight particular types of work. You can read more about these on our [blog](#) which is a good place to look to learn more about us.

We work with an intersectional, diverse group of artists – and you can find out more about our artists and commissions [here](#) - and find data on who applies and who we fund [here](#).

Meet the team

Unlimited is steered by a [board of trustees](#) (currently 92% disabled people), you can read about our board here: [_Our current programme team is a team of 8 \(currently 75% defining as disabled people and 25% defining with access requirements\)](#)



Unlimited team retreat. Photo: Claire Griffiths

Based at Shape Arts, we have:

- Harry Murdoch (Programme Coordinator) he/him, front row, far right.

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- Marlo Savin (trainee) he/him, back row, middle
- Isabella Tulloch Gallego (Programme Manager) she/her, back row, left

Based at Artsadmin, we have:

- Ellie Liddell-Crewe (Project Manager) she/her, front row, middle right
- April Lin (trainee) they/them (on the screen)

And based elsewhere in the UK (as part of our piloting geographically dispersed working) we have:

- Toni Adebajo (Programme Support) she/her, back row, right
- Jo Verrent (senior producer) she/her, bottom row far left
- Rachel Walker (Artists Support) she/her, front row, middle left

Jo will be the director of the independent Unlimited; Isabella and Ellie will move to roles as delivery producers.

Key facts about the role:

Annual Fee: £4125 per quarter, initially for 5 quarters, January 2022 – March 2023.
Total contract value £20,625

Employment type: Initial 15-month fixed term freelance contract, potentially leading to an extended freelance contract when the additional funding is confirmed.

Hours: We anticipate this fee to cover between 16-20 days work per quarter, dates/hours to be determined by the needs of the role and the availability of other relevant team members.

Remote Working: All the team can work from home, from a local arts organisation base (when determined) and, if within commutable distance from Wakefield, at the hub office.

Training and development: Unlimited is committed to staff training and development, individually and as a team, including our freelance team members.

Access: Unlimited is delighted to meet reasonable adjustments, to adjust existing practices and procedures to meet access requirements and supports all team members to apply to Access to Work to cover relevant costs.

The Role: Communications Manager (Freelance)

As Unlimited transitions from a programme to an organisation, we will begin to lose skillsets we have in our parent organisations. These skillsets need to be replaced, so we are creating a number of new roles. This Communications manager is one of these.

The duties of the role:

Leading on comms and campaign strategies (60%)

- To develop and deliver Unlimited's communications strategy with the support of the Director, setting targets and timelines for delivery.
- To lead on the implementation of communications campaigns for the organisation.
- To support the Director and senior management team with excellent communications advice and analysis to drive decision making.
- To actively use data to inform Unlimited's communications strategy; helping to collect and interpret data to inform our programme activity and to adjust communications strategy and activity accordingly.

Managing the comms team & partner relationships (20%)

- To line manage the communications officer, monitoring their progress and activity and supporting their professional development
- To manage freelance marketing support and suppliers (eg PR, website agency, designers)
- To manage relationships with communications partners

Monitoring and reporting (20%)

- To monitor and analyse the effectiveness of the communications strategy against set aims.
- To report communications activity to relevant internal and external stakeholders including the Board, Arts Council England and other funders or partners.
- To ensure we are doing rigorous data analysis to better understand our reach and impact.

The following commitments are required of all the team:

- Adhering to Unlimited's values and our policies and procedures; contributing to their development to make them more accessible and inclusive
- Championing intersectionality and diversity in all its forms
- Working collaboratively and supporting other staff in their areas of work when required
- Any other duties that may from time be required by the Director or Board of Trustees



What we are looking for

This is the person specification for this role, we expect those applying to meet all the essential requirements and have some of the desirable ones too.

Essential

- Experience of working within a senior communications role in the charitable sector.
- Experience of leading marketing campaigns at a senior level.
- The ability to communicate effectively with / work closely with members of the Unlimited team and the artists we support.
- The ability to work under pressure with a strong attention to detail.
- A good team player with the ability to multi-task.
- Experience leading and supporting high-level organisational decision making.

Desirable

- Experience of leading and managing communications team members
- Passionate about Unlimited's vision
- The ability to critically appraise communications plans and identify and implement changes to strengthen the communications of the organisation.

How to Apply

We would like you to apply in a way that makes sense to you. Applications can be made via text, and if applying in audio or video – please use whichever methods you prefer. Ultimately, we want to know why you'd be great to deliver this contract and we don't mind how you share this with us. If you apply in writing, please limit yourself to 5 pages, in audio or video, please limit yourself to 5 minutes. You can also supply an individual or company CV if you wish to.

If there's another method you'd prefer to use due to your access requirements, please let us know. We want to remove as many barriers to applying as we can.

Once you have applied, we will send you our equal opportunity monitoring form. We will need you to complete this in order to process your application. Again, you can complete this in whichever way you choose – for example, in Word, over the phone.

Whichever way you decide to apply, please share with us any feedback you have about the application process.

We'd like to receive your application by **12 noon** on **Monday November 1st**

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If you have any general questions about applying, please email Harry Murdoch (info@weareunlimited.org.uk). If you have a specific question about the role, please email Jo Verrent (joverrent@weareunlimited.org.uk).

What happens next?

We recognise how much time and effort goes into crafting and submitting an application, so **we'll review each with the same care and attention**. We do this by looking in detail at the application with reference to our essential and desirable qualities mentioned in the person specification above. We do not anonymise applications and we reference equalities data for balancing our shortlist as one of our scorable criteria is to add to the diversity of our team.

We currently anticipate hosting interviews on **Friday November 12th**

If this date does not suit you, **please tell us** in your application.

For this role, interviews will be virtual on Zoom, unless the interviewee has a different preferred platform. If preferred, for this role, we may also conduct interviews in person in Wakefield, for candidates living within a commutable distance.

If you are selected for interview, **we will send you the interview questions in advance**. This is usually a couple of hours before the interview itself (this is so people don't over prepare – it's not an exam and the questions don't require research or have 'right' or 'wrong' answers. If, for access, you would like them earlier than this, just let us know.

There may be a task at interviews – , you will receive more information about this if selected for interview.

We hope to let you know by **Friday November 5th** if you are being invited to interview. We will let you know if our timelines change, and you will hear from us no matter what the outcome of your application.

Every selection panel for every role at Unlimited will include at least one person of colour and a minimum of 50% disabled people.

If your application does not result in an interview, we will let you know but sadly we can't offer feedback if we have received over 30 applications for a role as we just don't have the staff capacity.

If you are interviewed, we are happy to share with you the areas in which we felt your interview and application could have been stronger by email or in a short (15 min) video or telephone call.



Inclusivity, diversity & access

Unlimited loves inclusivity and values lived experience in all its forms.

People from the global majority*, who are LGBTQIA+, disabled** and/or from working class or low socio-economic backgrounds are particularly encouraged to apply.

* This includes, but is not limited to, people of Black Caribbean, Black African, South Asian, East Asian, South East Asian, Middle Eastern, Arab, Latinx, Jewish, Romany and Irish Traveller heritage.

** This includes but is not limited to, those who define as disabled people, as people with long term health conditions, as deaf, Deaf, neurodivergent or in relation to their access requirements.

People from these groups are still currently under-represented in the arts nationwide, and we are committed to challenging and changing this.

In addition to this written format, this application pack is available in large print, audio and BSL formats available from here:

<https://weareunlimited.org.uk/new-unlimited-roles-both-freelance/>

We are happy to provide video, Braille or Welsh language versions on request, please email Harry Murdoch (info@weareunlimited.org.uk).